

**Plumas County Children and Families Commission
PCCFC**

Minutes

**Wednesday, May 8, 2002
9:00 a.m.-12:00 p.m.
Public Works Conference Room
Quincy, CA**

Attendees:

Commissioners: Carol Burney, Bill Dennison, Shelley Miller, Tami Davison, Paula Russell, Elliot Smart, and Irasema Tavares
Staff: Ellen Vieira, Ex. Dir., and Diana Conen.
Public: Margot Chappel, and Kelly Marschall

I. Introductions:

Chairperson Miller called the meeting to order at 9:06 a.m. The Commissioners and meeting attendees introduced themselves.

II. Approval of Minutes

MOTION: Ms. Burney, seconded by Ms. Russell, moved to approve the minutes of the April 10, 2002 meeting as written. VOTE: The motion passed unanimously.

III. Public Comment:

There was no public comment.

IV. Executive Director's Report:

Commissioner Burney distributed copies of the two brochures for the Early Start Program. The Child Care Planning Council funded the brochures. One is aimed at health care professionals and one at parents and caregivers. The brochures will be used to increase referrals of children who may be at-risk for developmental delays or other special needs. The brochures will be distributed to doctor's offices, clinics, resource centers, and other key distribution points. Ms. Vieira suggested that they be included in the Kit for New Parents. The Commission will utilize the translation contract with Plumas Rural Services to translate them into Spanish.

Ms. Vieira reported that \$18,000 has been allotted to counties for technical assistance services through TASC. Ms. Vieira reported that she would send the PCCFC request by July 1st. Chairperson Miller said that she would like to see the Commission develop a long-term vision of where the Commissioners see the organization headed in the future. Mr. Smart agreed, but said that the Commissioners should be careful to incorporate the

views of potential recipients of services. The input of community members and families is often the critical missing piece. Ms. Vieira said that the School Readiness Initiative would be a good opportunity to solicit input from the community.

c. 1. Addendum: Contract FY01-03 Plumas Rural Services.

Ms. Vieira said that the Contract was being revised to adjust the payment schedule, but will not change the amount of the allocation. The planning committee will be meeting with PRS May 13, 2002 to discuss the Child Care Retention/Incentive Project. Ms. Vieira stated that the first report due to the State Commission is October 2002, instead of April 2002.

MOTION: Ms. Russell, seconded by Ms. Davison, moved to approve the contract addendum. VOTE: The motion passed unanimously.

c. 2. Birth to Three Conference - Request for Funding.

Ms. Vieira said that requests have been received from two projects funded by the Commission (PUSD Infant Intervention, and SCFO Healthy Touch) to attend the Birth to Three Conference in Costa Mesa, May 20-22. Ms. Burney said that the PUSD would fund \$ 384.00. She also said that the memo listing the expenses should have itemized lodging expenses for three nights at \$90.72/night to equal \$272.16. Ms. Burney said that the part of the conference that will deal with mental health would be particularly timely.

MOTION: Mr. Dennison, seconded by Ms. Tavares, moved to approve funding for both requests not to exceed \$ 1800.00. VOTE: The motion passed unanimously.

c. Rural County Minimum Allocation Proposal/Administrative Augmentation

The State Commission staff did not approve an increase in the minimum allocation for small rural counties due to multiple factors. The Rural Augmentation Proposal includes the following; 1) Maintain the minimum allocation of \$200,000 for 2 years 2) Fund the administrative and travel augmentations for 2 years (including 5 additional counties) 3) Include the School Readiness Initiative to the 13 counties not currently eligible. This would bring Plumas County to \$450,000 (before interest).

Ms. Vieira said that the School Readiness funding would be an excellent opportunity to create a partnership between the early child education and development community and K-12 school system. Ms. Miller said that the early childhood education system is a developmentally based system and the K-12 schools are assessment based. Ms. Russell said that what is needed is a smooth transition process for children from preschool to Kindergarten. Ms. Vieira stated that Plumas Unified is very interested in transition programs. Superintendent Dennis Williams is also concerned about kindergarten students not being able to master the new state standards.

Mr. Smart said that the State government does not have the guiding principles regarding equity in funding that are needed to address the subject and make the decisions regarding what programs to fund and at what level. Ms. Vieira stated that the Master Plan for Education has been developed around a per child allocation. Without a minimum allocation for small population counties, implementation would be impossible. Ms. Miller said that the overall picture of the investment of resources and what services are available is disjointed and not well integrated. Mr. Dennison said that this is a good illustration of why local governments and agencies need to participate in the political process. Ms. Vieira said that there would be an opportunity for public input on the Master Plan for Education in June 2002. Ms. Burney said that the time is right for discussion between the early education and childcare providers and the formal education system. Chairperson Miller directed staff to include a discussion on school readiness and Commission position response on the June agenda.

V. Program Development:

a. Draft Mission Statement

Ms. Miller suggested that the wording of the Mission Statement be reordered to read, "provide to all children pre-natal through age five a comprehensive system of early childhood development services on a countywide basis."

MOTION: Mr. Smart, seconded by Mr. Dennison, moved to adopt the Mission Statement as amended above. VOTE: The motion passed on a vote of 4 to 3.

b. Commissioner Vacancy

Ms. Vieira said that despite the continued outreach that has been done no other applications for the open positions have been received. Ms. Tavares said that many community members do not have experience working on committees or community organizations and feel intimidated by the prospect of being appointed to a commission. Ms. Vieira said that she hopes to schedule community input meetings on school readiness that will get more parents and community members involved. Mr. Smart said that the Commission should work toward the goal of utilizing community members as a resource to the commission. Some avenues of approaching community groups for recruiting new commissioners were suggested. Chairperson Miller directed Ms. Vieira to thank the current applicant for her interest and communicate to her the Commission's need to keep the position open at least until September 2002.

c. Leverage Fund Guidelines

The Leverage Fund committee, consisting of Mr. Smart, Ms. Scardaci, and Ms. Russell, will meet Thursday, May 23, 2002, to review the Leverage Fund Guidelines.

VI. Strategic Planning: Consultant Kelly Marschall

Ms. Marschall introduced her associate Margot Chappel, who has recently joined Social Entrepreneurs, and listed the topics for discussion: 1.) Overview of changes in the Strategic Plan and Commissioner feedback 2.) Report card indicators 3.) Other indicators, including: special needs, quality child care, mental health for children and families, maturation support for five-year-olds, continuity between preschool and kindergarten, and cultural diversity. 4. Objectives 5. Strategies 6.) Next steps.

Ms. Marschall has included the language on school readiness on page 4, information on what projects and programs have been funded to date on pages 10-11, and some material from the draft evaluation plan at the project, child and family, and initiative levels. Ms. Vieira said that the funding for the Portola Infant Childcare Center feasibility study will not be requested, and can be omitted.

The situational analysis for the Strategic Plan will included a map, history, and Census demographic data. Ms. Marschall said that she has included as narrative the indicators that were not selected to be included in the report card. In an effort to not leave out entirely the information from the focus groups, she had only included elements that had been expressed as needs in three or more communities. The information could be presented in list form instead of tables.

The Strategic Results (pages 20-22) was taken from the original Strategic Plan. The Report Card (beginning on page 23) gives a description of the process used to develop the report card, and how the Commissioners rated the indicators. For each of the selected indicators, the Commissioners need to determine what is the objective, or “What to do about it?” The Resource Allocation and Fund Allocation sections (page 52) may include total fund allocation and the types of grants that will be given. The sections that have not been done yet are the Implementation Plan and Executive Summary.

The Commissioners suggested that the “2000” dates be eliminated on page 14 as confusing, and eliminating the housing units and home ownership categories as irrelevant. The most recent information available was used in all cases, but the gaps may show where better data is needed. Mr. Dennison suggested that the County Planning Dept. might be able to supply more recent data.

Ms. Miller said that it was also important to note those communities that had needs that were different from those expressed by focus groups in the rest of the county. Ms. Marschall said that the focus group data could be eliminated, described in context, or kept in its present form with the note that it needs to be revisited. Mr. Smart said that the focus group information gave a good snapshot picture of community needs at one point in time, and should be included for context, especially with regard to funding choices. Ms. Vieira said that it gives a point of reference, and is a way of including community views. Ms. Davison felt it should be left in because it would be helpful to those who may want to apply for funding.

The definition of the rating schedule for importance and urgency of the indicators on page 23 could be put in a text box so that it stands out more, and the graphics given a different look to distinguish between ratings for importance and urgency. Ms. Miller suggested a summary page or chart be included, that would give an at-a-glance indication of where the Commissioners think we are and where we are going. Ms. Marschall asked each of the Commissioners to get their comments to Ms. Vieira by May 23rd so that they can be forwarded to her. Mr. Smart said that each of the Commissioners could focus on the area of their own expertise.

The Commissioners discussed and determined an objective for each of the indicators:

- 1. Teen Births:** Improve the outcomes for children of teens through intervention with pregnant teens and support for young mothers and their children.
- 2. Child Abuse:** Identify high-risk children and families, and develop and promote improved outcomes and reduce recidivism
- 3. Pre-natal care:** Promote and support mechanisms that encourage more pregnant women to seek prenatal care during the first trimester and maintain through birth.
- 4. Low Birth-Weight:** Promote healthy behaviors and support strategies that impact birth-weight and support programs that counteract the effects of low birth-weight.
- 5. Immunization:** Support programs and projects that raise awareness and access to on time immunizations through education and support for children and parents.
- 6. Infant Mortality:** Support intervention and education projects and programs that positively impact infant mortality; and reduce barriers and increase access to prenatal care.
- 7. Supply of Quality Child Care:** supply vs. quality issues
- 8. Oral Health Care:** Promote projects that educate and increase access and availability of oral health care.
- 9. Literacy and Education:** Support projects and programs that impact parental literacy and emerging literacy (talking, reading, writing, playing, learning the code for reading) in children, 0-5.
- 10. Breastfeeding:** Promote projects that educate and support new mothers to start and maintain breastfeeding in the critical first months after birth.

Carol Burney will provide data and narrative with objectives for two additional indicators: **11. Special Needs** and **12. Mental Health** from her special training sessions later this month. The Commissioners said that there were some indicators that should be referred to Public Health Agency Director, Ms. Scardaci, for her input. **Cultural Diversity and Inclusion** objectives should be implicit in all of the indicators.

VII. Public Comment

There were no public comments

Chairperson Miller acknowledged Commissioner Irasema Tavares for all her work on behalf of the Commission.

VIII. Next Meetings.

The next meeting will be held on June 12, 2002.

IX. Adjournment.

MOTION: Mr. Dennison moved to adjourn the meeting; Ms. Russell seconded the motion. VOTE: The motion passed unanimously.

The meeting adjourned at 12:11 p.m.

Minutes respectfully submitted by: Diana Conen